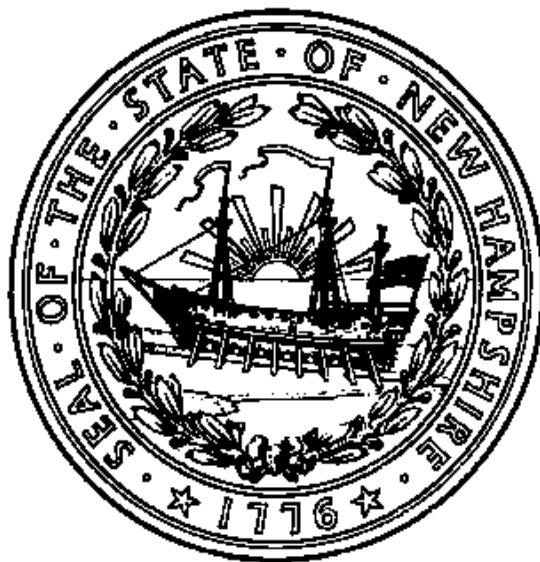


STATE OF NEW HAMPSHIRE



DEPARTMENT OF JUSTICE GRANTS MANAGEMENT UNIT

ENFORCING UNDERAGE DRINKING LAWS GRANT PROGRAM

2004 SUBGRANT APPLICATION KIT

NEW HAMPSHIRE DEPARTMENT OF JUSTICE
GRANTS MANAGEMENT UNIT

MISSION STATEMENT

The Grants Management Unit of the Department of Justice exists to make a difference in the lives of the citizens of New Hampshire by ensuring the proper use of federal funds for criminal justice purposes. The Grants Management Unit does this through:

- * The professional administration of grant resources;
- * The adherence to all underlying federal and state requirements;
- * The coordination of federal criminal justice resources available to the state; and
- * Efficient service and assistance.

CONTACT INFORMATION

Telephone: (603) 271-7986
E-mail: grantsinfo@doj.state.nh.gov
Website: www.doj.nh.gov/grants

APPLICATION PROCESS

In order to receive consideration, a grant application package must include all of the following components.

A. COVER PAGE

Please complete the cover page, provided as Appendix A, with the appropriate information.

The names listed on this cover page and the signatures provided on these application package forms should be that of the head of the unit of government, director of the public department or agency, or other person legally authorized to submit and accept grants on behalf of the unit of government, public department or agency.

The Grant Starting Date should be the expected start date of the grant award and the Program Implementation Date should be the expected start date of the grant program. Programs should be implemented within ninety-days (90) of the Grant Starting Date.

B. APPLICATION NARRATIVE

The Application Narrative should be sufficiently detailed to address the items listed below, but concise enough to present this information within a format of 5 pages or less.

1. Problem Statement

This section should describe the nature and extent of the problem to be addressed and improvements needed to address the problem. The purpose of this section of the Application Narrative is to develop a clear, concise picture of the problem or gap in services or benefits that will be addressed using grant funds. This section also should describe approaches taken thus far to address the problem. The description of the problem should be supported by an analysis of statistical information and/or other factual information or relevant literature. The sources or methods used for assessing the problem also should be listed and described.

2. Program Description

This section should provide a brief description of the proposed solution to the problem. It should discuss both the scope and intent of the program and its relationship to the priorities and goals of your strategy.

3. Goals, Objectives, Activities, and Performance Measures

This section should contain a separate discussion of each of the program goals and its accompanying objectives, activities, and performance measures.

The goals are general statements of the desired results or outcome of the program. They should address the problem identified in the problem statement and should be both realistic and achievable.

The objectives are specific approaches to achieving each of the stated goals. Objectives focus on the methods that will be used to address the problem; they should be clearly stated, realistic, and measurable. The accomplishment of objectives should result in the achievement of the goals they support.

The activities are performed to accomplish the objectives; they are the key operational elements of the program and must be specific and measurable.

Performance Measures are used to determine the impact of the activities. They provide quantifiable information on the status of achievement for each objective. Performance Measures clearly indicate whether or not the objective has been achieved, or, using gradations or increments; measure the degree to which the objective has been accomplished.

Within the Application Narrative, each goal should be presented with all of its accompanying objectives and key activities. Each objective must also be linked to one or more corresponding performance measures, which must be clearly identified, results oriented, and reasonably attainable.

A simplified example of this format would be as follows:

Example:

Goal 1: To reduce minors' access to alcohol at retail establishments.

Objective 1: To have specialized officers conduct additional compliance checks.

Activities: In order to achieve our stated goal and objective we plan to use grant funds to pay officers' overtime to conduct two compliance checks to all retail establishments in the city during the grant period.

Performance Measures: An actual measure of achievement of this goal will be the number of compliance checks completed and data on the results of the compliance checks.

C. BUDGET

Budget forms are attached as *Appendix B*.

FEDERAL FUNDS FOR EUDL PROGRAMS MUST BE USED TO SUPPLEMENT, NOT SUPPLANT, EXISTING AGENCY PROGRAMS AND SERVICES.

1. Personnel: List all job titles for which funds are being requested, showing the total annual salary or overtime rate for the position, the percentage of time for the position that will be spent on grant allowable activities, the amount of salary or overtime rate to be devoted to this program (annual salary x percent time), the amount of federal funds requested for the position for this program. Recipients of grant funds for personnel positions are required to maintain detailed, hourly, time and attendance records for personnel time funded under this grant program. Records must specify the dates of service; types of services performed and the number of hours worked performing these services. The records must also differentiate allowable vs. non-allowable services. These records will be subject to review by the New Hampshire Department of Justice during regular monitoring visits.
2. Fringe Benefits: Itemize fringe benefits (medical coverage, etc.) and show the total cost for the program and the amounts to be contributed by federal dollars.
3. Contractual Services: List any consultants or contractual services to be purchased, the number of hours/days to be worked, the hourly/daily rate, the total cost, and the amounts to be contributed by federal dollars.
4. Travel: List projected in-state mileage, rate of reimbursement (\$.326), total mileage cost, and amounts to be contributed by the federal dollars. Also list any projected out-of-state travel such as conferences.
5. Other Costs: This may include items such as postage, evidence, telephone, printing, and office supplies. List each item separately, except that individual supplies need not be itemized.
6. Equipment Purchases: List any equipment to be purchased and show the total budget and amounts to be contributed by the federal dollars.

Total each of the columns. The Grand Total must be the sum of the subtotals for the five sections (A. – E.).

D. BUDGET NARRATIVE

The budget narrative should provide the justification for the expenses itemized in the budget. For each of your budget categories, provide a brief narrative explaining and justifying the itemized expenses. For example, for the Personnel category, describe the personnel, their program job functions, and any pertinent explanatory information.

E. EUDL PROGRAM GUIDELINES AND CONDITIONS

EUDL Program Guidelines and Conditions are attached as **Appendix C**. If EUDL grant funds are awarded for the program described in this application package, adherence to the program guidelines and conditions listed in this form will be required during the administration of the grant. Signatures provided on these forms should be that of the head of the unit of government, director of the public department or agency, or another person legally authorized to submit and accept grants on behalf of the unit of government, public department or agency and the financial officer for the unit of government, public department or agency. These guidelines are revised each year to ensure compliance with any changing Federal requirements.

Please read the program guidelines and conditions carefully.

F. CERTIFICATION REGARDING DEBARMENT, SUSPENSION INELIGIBILITY, AND VOLUNTARY EXCLUSION

A Debarment Certification form is attached as Appendix D. A person may be debarred or suspended for any of the causes listed in 28 CFR §67.305 and §67.405. A person who is debarred or suspended shall be excluded from Federal financial and non-financial assistance and benefits under Federal programs and activities. Debarment or suspension of a participant in a program by one Federal agency shall have government wide effect. For purposes of this certification, "prospective lower tier participant" refers to the applicant.

Instructions for Certification:

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification as set out.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, has the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," without

modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

G. SUBMISSION

Please submit the original and one copy of the completed application package. The due date for your application submission has been explained in the RFP to which you are responding. Please send your application materials to: Mark C. Thompson, Director of Administration, New Hampshire Department of Justice, 33 Capitol Street, Concord, NH 03301.

APPENDIX A

STATE OF NEW HAMPSHIRE



DEPARTMENT OF JUSTICE

2004 ENFORCING UNDERAGE DRINKING LAWS GRANT APPLICATION

COVER PAGE

- a) Program Title _____
- b) Grant Starting Date _____ Ending Date _____
- c) Implementation Date _____ e) Federal Funds Requested \$ _____
- d) Agency Name _____
- e) Chief Elected Official/Head of Agency
Name _____ Title _____
Address _____
Telephone _____ Fax _____ E-mail _____
- f) Program Director
Name _____ Title _____
Address _____
Telephone _____ Fax _____ E-mail _____
- g) Fiscal Officer
Name _____ Title _____
Address _____
Telephone _____ Fax _____ E-mail _____

APPENDIX B

Department of Justice Grant Application

BUDGET ITEMIZATION

Program Name:

A. PERSONNEL
(Job Title)

Salary/
Overtime

Federal
Funds

Total
Budget

Subtotals

SOCIAL SECURITY &
OTHER FRINGE
BENEFITS (Itemize)

Subtotals Fringe

Subtotals, Personnel & Fringe

B. CONTRACTUAL SERVICES

Subtotals

TOTAL

Department of Justice Grant Application

BUDGET ITEMIZATION

Program Name:

C. TRAVEL

Federal
Funds

Total
Budget

Subtotals

D. OTHER COSTS

Subtotals

E. EQUIPMENT PURCHASES
(Description, Quantity, Unit Price)

Subtotals

GRAND TOTALS

APPENDIX C

ENFORCING THE UNDERAGE DRINKING LAWS GRANT PROGRAM GUIDELINES AND CONDITIONS

I, the below-named individual, on behalf of the below-named agency (hereinafter referred to as “subgrantee”), am legally authorized to submit and accept grants on behalf of the applicant agency, and hereby certify that the grant program outlined in this application package, if funded by Enforcing the Underage Drinking Laws Grant funds, will adhere to the following guidelines and conditions:

1. The subgrantee assures that it will comply with the regulations, policies, and guidelines to satisfy requirements of the Office of Juvenile Justice and Delinquency Prevention’s Enforcing the Underage Drinking Laws Grant Program.

2. The subgrantee agrees to adhere to the financial and administrative requirements as set forth in the current edition of the Office of Justice Programs “Financial Guide”.

3. The subgrantee agrees to implement this project within ninety-days (90) following the grant implementation date (stated on page 1 of the application) or be subject to automatic cancellation of the grant. Evidence of project implementation must be outlined in the first quarterly federal expenditure report.

4. The subgrantee assures that federal funds received for this grant program will not be used to supplant State and local funds that would otherwise be available for the program’s purpose. The subgrantee further assures that the Enforcing the Underage Drinking Laws Program grant funds will be expended only for purposes and activities covered by the subgrantees approved application.

5. The subgrantee agrees to provide information on the program supported with Enforcing the Underage Drinking Laws Grant Program funds as requested by the United States Department of Justice and the New Hampshire Department of Justice, Grants Management Unit, and to retain grant-related documentation for three (3) years after the close of the grant award period.

6. The subgrantee authorizes representatives from the United States Department of Justice and the New Hampshire Department of Justice to access and examine all records, books, papers, and/or documents related to this Enforcing the Underage Drinking Laws Grant Program. Further, the subgrantee agrees to submit to performance monitoring visits by the New Hampshire Department of Justice and/or the United States Department of Justice on a periodic basis.

7. The subgrantee agrees to maintain detailed time and attendance records for any and all personnel positions funded with Enforcing the Underage Drinking Laws Grant Program funds.

GUIDELINES AND CONDITIONS (Continued)

8. The subgrantee agrees that all Enforcing the Underage Drinking Laws Grant Program funds will be expended on Enforcing the Underage Drinking Laws Grant Program allowable activities as described in the subgrantees' program abstract narrative. The subgrantee must obtain prior written approval from the New Hampshire Department of Justice in order to make any changes in program activities, designs, budget plans or the grant ending date which were set forth in the subgrantees' application.

9. Equipment purchased with Enforcing the Underage Drinking Laws Grant Program funds shall be Year 2000 compliant and shall be listed by the subgrantee on the agency inventory. The inventory must include the item description, serial number, cost, location, and percentage of federal Enforcing the Underage Drinking Grant Program funds.

10. The subgrantee agrees that the title to any equipment purchased with Enforcing the Underage Drinking Laws Grant Program funds will revert back to the New Hampshire Department of Justice, Grants Management Unit, when it is no longer being used for the Enforcing the Underage Drinking Laws Grant Program purposes for which it was acquired.

11. The subgrantee agrees to provide for an annual audit of the Enforcing the Underage Drinking Laws funded program. Enforcing the Underage Drinking Laws Grant Program funds will only pay its prorated share of the audit. This prorated share is the percentage of the Enforcing the Underage Drinking Laws Program grant award compared to the total agency budget. The audit shall be conducted in accordance with OMB Circular No. A-133 (revised 06/24/97). A copy of the completed audit report and management letters shall be sent to the New Hampshire Department of Justice, Grants Management Unit, annually. If the subgrantee is not required to perform an audit under the revised version of OMB Circular No. A-133, but an audit is still performed, the subgrantee agrees to provide a copy of said audit and management letters to the New Hampshire Department of Justice, Grants Management Unit.

12. The subgrantee and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789 (d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discriminations, 28 CFR Part 35 and Part 39.

GUIDELINES AND CONDITIONS (Continued)

13. The subgrantee assures that in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing against the subgrantee on the grounds of race, religion, national origin, sex, age, or disability, a copy of the finding will be submitted to the New Hampshire Department of Justice, Grants Management Unit and to the Office of Civil Rights for the Office of Justice Programs, US Department of Justice, 810 Seventh Street NW, Washington DC 20531.

14. The subgrantee agrees to complete and keep on file, as appropriate, the Immigration and Naturalization Service Employment Eligibility Form (I-9). This form is to be used by the subgrantee to verify that persons employed by the subgrantee are eligible to work in the United States.

15. The subgrantee assures that no Federal appropriated funds have been paid or will be paid, by or on behalf of the subgrantee, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the subgrantee shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

16. Grants are funded for the grant award period noted on the grant award document. No guarantee is given or implied of subsequent funding in future years.

17. Pursuant to 23 USC §§402, 403 and 29 USC §668, the subgrantee agrees to encourage on-the-job seat belt policies and programs for their employees and contractors when operating company-owned, rented, or personally owned vehicles.

18. All materials publicizing or resulting from award activities shall contain an acknowledgment of the awarding agency assistance. An acknowledgment of support shall be made through use of the following or comparable footnote: "This project was supported by Award No. **2003-AH-FX-0093** awarded by the Office of Juvenile Justice and Delinquency Prevention and administered through the New Hampshire Department of Justice."

GUIDELINES AND CONDITIONS (Continued)

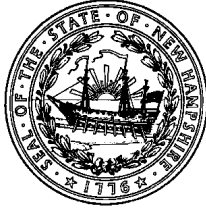
19. Any publications (written, visual or sound), whether published through Federal grant funds or matching funds, shall contain the following statements: “This project was supported by Grant No. **2003-AH-FX-0093** awarded by the Office of Juvenile Justice and Delinquency Prevention, U.S. Department of Justice. Points of view in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice.

Head of Agency _____ Date: _____

Financial Officer _____ Date: _____

APPENDIX D

DEPARTMENT OF JUSTICE
STATE OF NEW HAMPSHIRE



CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR §67.510, Participants' responsibilities. The intent of this Order was to ensure that no recipient of federal funds had been restricted from conducting business with the federal government due to any of the causes listed in 28 CFR §67.305 and 28 CFR §67.405.

By signing this document, you are certifying that neither your agency, nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any transaction by any Federal department or agency.

If you are unable to sign this certification, you must attach an explanation to this certification.

Name and Title of Authorized Representative

Signature

Date

Name and Address of Agency